

3D Nation Elevation Requirements and Benefits Study

Roles and Expectations for Federal Agency POCs

This national assessment of requirements and benefits for 3D elevation data seeks to expand the information gathered for the *National Enhanced Elevation Assessment* conducted by the U.S. Geological Survey in 2012 to include the nearshore and offshore regions of the United States and address inland bathymetric needs as well. You have been designated as a Point of Contact (POC) for this study for your Agency.

The Federal Agency POC's role is to ensure that your organization's business needs for, and benefits of, 3D elevation data are obtained, documented, and validated through the following study processes. Our goal is to obtain consolidated Federal agency requirements, plus benefit information using the following processes:

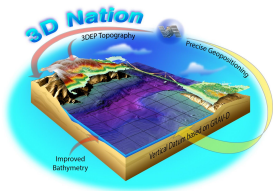
1. **Online questionnaire:** This will be completed by managers and technical personnel who utilize 3D elevation data. You will select these individuals. Dewberry will aggregate the questionnaire responses by Federal agency, and provide this information to each agency in advance of the interviews/workshops described in the next step.
2. **Interview/workshop:** Dewberry will conduct an interview or workshop with agency management representatives to validate the agency data requirements. This will involve ensuring that your agency's requirements and benefits information is complete, non-duplicative, and consistent from your perspective. You will identify the management representatives for these interviews/workshop.
3. **Validation:** Federal Agency POCs will be asked to validate their agency's consolidated response.

Federal POCs are asked to submit the following to Dewberry by March 16, 2018:

- ☐ Names, telephone numbers, and email addresses of key managers and technical staff to be invited to participate in the online questionnaire process. Be sure that the contacts adequately represent the regional and field components of your organization. Please submit to Sue Hoegberg at shoegberg@dewberry.com.
- ☐ Suggested names and contact information for not-for-profit organizations or associations and/or private entities that represent your Agency's focus.

Federal POCs will be asked to submit the following to Dewberry prior to the workshops:

- ☐ Three possible dates for each of the interviews and/or workshops (July 2018 through September 2018) so that advanced scheduling can be planned with Dewberry's interview teams. It is expected that most interviews can be accommodated in the Washington D.C. area or via Webinar. This is needed given the constraints of the project budget for travel. If this is not possible, other locations can be considered.
- ☐ Names, telephone numbers, and email addresses of selected program managers or designated information providers who will represent your agency and programs during the interviews and/or workshop.



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Federal POCs are also asked to take proactive steps to mitigate risks:

<i>Risks that Jeopardize Study Success</i>	<i>Mitigation Strategy</i>
Some current or potential 3D elevation data users, particularly at distributed field offices, are not identified among agencies/programs, and/or expected field center input comes in and is not well coordinated with POC / HQ efforts.	POCs comprehensively identify significant users (and backups) with mission-critical needs. POCs set up a communication plan to capture and coordinate input at the regional and field center level. USGS and NOAA Liaisons are available to help facilitate these Federal contacts within their respective States.
Wrong people are identified to complete questionnaire and participate in interviews/workshops	POCs coordinate with key managers and technical specialists to ensure selection of correct participants. Dewberry and POCs review list prior to release of online questionnaire.
Key managers don't attend interview/workshop; fail to read raw summary report and Interview Guide beforehand; arrive without prepared answers per Interview Guide	POCs repeatedly emphasize full participation and conscientious involvement of all participants in order to benefit from nationwide initiative. POCs vet list of planned participants with Dewberry 10 days in advance of workshop.
Questionnaire and/or interview participants unwilling or unable to provide credible information	Questionnaire will be reviewed during the February 15th workshop. Follow-up by POCs is expected to ensure that participants are prepared.
Participants do not complete questionnaire during 3-week open period	After questionnaire has been available to an agency for one week, Dewberry will provide POCs with lists of designated participants who failed to respond. POCs send reminders and follow-up.
Misunderstanding of meanings of terms used in the questionnaire, interview, or workshop	Require participants to read FAQs and Example Benefits prior to questionnaire, interviews, and/or workshops.
Unable to reach consensus on requirements, costs, benefits; cannot validate input	The POC's job is to facilitate consensus and confirm/validate their agency's results.

